



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

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November 17, 2008

MEMO TO: Work Zone Qualifications and Training Committee Members
FROM: Meredith McDiarmid, PE, State Systems Operations Engineer
SUBJECT: Minutes for Meeting on Work Zone Qualification & Training Program

Committee members met on November 12, 2008 at 10am in the Century Center Work Zone Traffic Control Conference Room in Raleigh to further discuss requirements of a Work Zone Qualification and Training Program. **Action items are recorded in bold.**

A brief overview of recent developments of this program was given for the benefit of new attendees. The draft Work Zone Installer Minimum Training Elements (Document #7) was reviewed and discussed. There were no changes made to the document. **Committee members are to review this document and send comments to Meredith McDiarmid by November 26th, 2008. At this time, this document will be finalized.**

A brief overview of recent developments of this program was given for the benefit of new attendees. The draft Work Zone Supervisor Minimum Training Elements (Document #8) was reviewed and discussed. There were no changes made to the document. **Committee members are to review this document and send comments to Meredith McDiarmid by November 26th, 2008. At this time, this document will be finalized.**

The revised draft Traffic Control Requirements for Encroachers (Document #9) was redistributed. There was considerable discussion focused on providing additional consideration for operations less than 30 minutes and unobtrusive to the motorists (like meter readers for utilities). Consensus was that operations that do not encroach on the travel lane and are at a location for 15 minutes or less would have more adverse exposure by installing an advance warning sign than if they performed their work and moved to another location. The document has been revised to reflect these operations. **Committee members are to review this document and send comments to Meredith McDiarmid by November 26th, 2008. At this time, this document will be finalized.**

Another item of considerable discussion was how to communicate these requirements to the smaller subcontractors that will be performing work on the NCDOT right of way. The committee agreed the responsibility for compliance lies with the entity that has the contract or agreement with the NCDOT. Anyone can pursue training from any of the approved training sources on the web site <http://www.ncdot.org/doh/preconstruct/wztc/WZTCTrainingProgram/ImportantDocs/approvedtrainingflagger.pdf>.

The committee expressed the need for a Trainer the Trainer option, especially for Flagger Training. The WZTCU will pursue establishing approved Flagger Trainer resources in anticipation of the upcoming implementation date of July 2009.

Lastly, there was considerable discussion about when a Work Zone Traffic Control Installer would be required. In other words, what constitutes a traffic control installation? The committee agreed that an installer would be required when devices were used. Devices are things such as cones, drums, etc. A warning sign would not be considered a device for this program. As a result, when a single sign is the only traffic control required, a work

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zone traffic control installer would not be required for that operation. When more than one sign or any other devices are required, an installer would then be warranted for that operation.

Other items that have been discussed previously and need to be addressed in the future:

- The need for protocol for conflict resolution related to work zone traffic control issues (municipalities, NCDOT, encroachers, etc.) including what to do in the interim until a final decision is made. This protocol should also include a primary NCDOT contact for work zone traffic control information and private entity (municipality, encroachers, etc.) contact for the same. Not only should this be developed, but it should be included in the training for the installer and supervisor levels.
- Guidance for documentation of work zone traffic control related actions, decisions, etc.

Currently, the proposed implementation dates for the Work Zone Qualifications and Training Program are:

July 2009 Let:	Require properly qualified and trained <u>Work Zone Flaggers</u> on all projects, including encroachments
January 2010 Let:	Require properly qualified and trained <u>Work Zone Traffic Control Installers</u> on all projects, including encroachments
July 2010 Let:	Require properly qualified and trained <u>Work Zone Traffic Control Supervisors</u> on all Significant Projects and Encroachments

The group agreed to continue to meet to address these and other issues. Please review these minutes and be prepared to discuss these issues and others at the next meeting. **Committee members originally agreed to meet on December 10th, but due to a recent conflict in my schedule, I have moved the next meeting to January 7th, 2009 at 10:00am in the Traffic Control Conference Room in the Century Center in Raleigh.** If you have questions or comments on these minutes, feel free to contact me at (919) 250-4159.

MMM

cc: Stuart Bourne, PE
Steve Varnedoe, PE
(Attn: Jon Nance, PE)
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